



CNS User Program Change of Billing Code/Purchase Order Number Form

PIs and administrators may also edit billing codes or PO numbers directly through our online administrative web portal. E-mail: info@cns.fas.harvard.edu for more information.

If you would like to submit a billing change through this form, please fill out the fields below and mail, e-mail, or fax the completed form to Jim Reynolds at CNS, 11 Oxford Street, LISE 304, Cambridge, MA 02138, info@cns.fas.harvard.edu, or fax #617-384-7302.

Name of User:

New Harvard 33 digit Billing Code (Harvard users only):

New Purchase Order Number (non-Harvard users only):

Please note that Non-HU users must provide a hard copy of the new PO with this form. The PO must comply with the minimum PO amount (\$4,500 academic/\$15,000 industry)

Changes should become effective:

Immediately, including all charges that have yet to be invoiced

For any usage starting: (date) _____

Other (please describe) _____

Authorizing Signature
Should be one of the following: PI, Group/
Departmental Administrator, or Purchasing Officer

Printed Name

CNS Admin Office Signature

Approval Date

Questions or concerns may be sent to the CNS Administrative Office at info@cns.fas.harvard.edu.